

SOLID WASTE MANAGEMENT SUPERVISOR I

Class Definition

Under direction, supervises personnel engaged in solid waste collection and disposal.

Distinguishing Characteristics

Solid Waste Management Supervisor I is the first line supervisory class in the Solid Waste Management Division, Department of Public Utilities. This class differs from Waste Collector Leadworker in that the latter is the advanced working level in which incumbents may provide lead direction to a small crew of subordinates. It differs from Chief of Solid Waste Operations in that the incumbent of that class supervises the day-to-day activities of the Division's collection, recycling, landfill closure, and co-composting systems.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises personnel on a daily basis; assigns work; authorizes overtime; conducts employee performance evaluations, coaching sessions, and disciplinary investigations.

Works with division management and subordinates to accomplish goals and objectives.

Evaluates customer service needs; institutes changes; ensures that adequate and efficient service is provided at the lowest cost.

Investigates accidents and damage involving vehicles or employees of the division.

Ensures adherence to safety policies and practices; conducts safety inspections and training.

Evaluates and redesigns collection routes and boundaries; performs mathematical calculations; prepares route maps; provides assistance, as needed, to subordinates.

Provides field investigation of customer service requests and complaints; solves problems with customers.

Prepares written correspondence, reports, and records of routine activities and employee actions, and submits recommendations to the Chief of Solid Waste Operations.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles, practices, procedures, equipment and technology for effective solid waste management.

Knowledge of safety programs and practices relating to the solid waste industry and heavy equipment operation.

Knowledge of route planning, time schedules, traffic regulations and administration of municipal solid waste collections and disposal.

Knowledge of the rules and regulations of the Solid Waste Division.

Ability to plan, coordinate and schedule the work of assigned personnel.

Ability to establish and maintain effective working relationships.

Ability to understand and follow verbal and written instructions.

Ability to prepare accurate reports, maintain records and perform mathematical calculations.

Skill in the operation of heavy duty trucks and hydraulic equipment.

Minimum Qualifications

Three years of experience in solid waste collection and disposal, one year of which must have been as a leadworker.

Special Requirement

Possession of a valid driver's license at time of application. Obtain a Class B California Driver's License, without airbrake restriction, within 30 days of appointment and maintain a valid Class B Driver's License for the entire term of employment in this class.

APPROVED: _____
Director of Administrative Services

DATE: _____